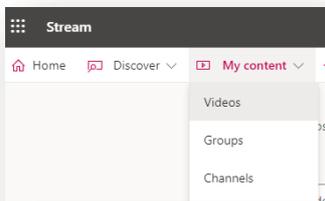


How to edit MS Streams captions offline

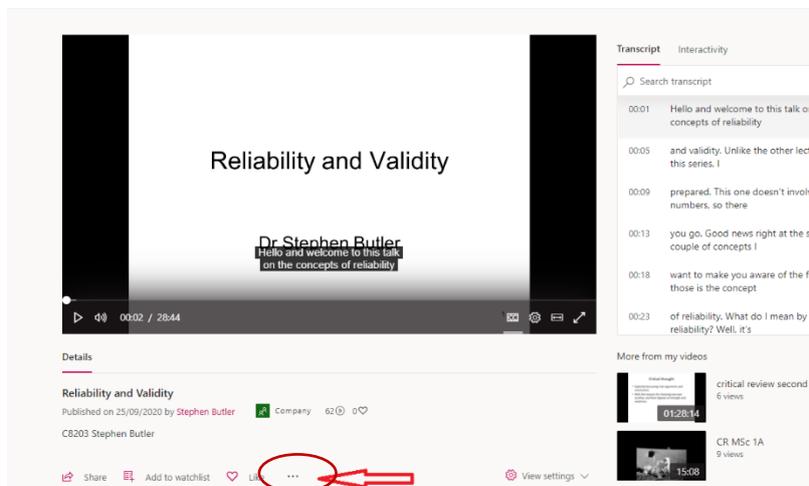
Whilst the easiest method to edit your video captions is within MS Streams, an alternative to the online caption's editor is to edit them offline using notepad. Whilst this can sometimes be quicker (for much longer videos) care must be taken not to edit the time-codes or other system information within the file.

Downloading the Captions

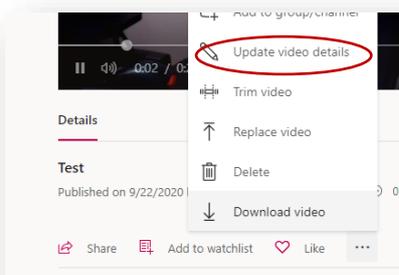
- First, upload your video onto MS Stream as normal and generate the captions.
- Once complete, using the menu drop-down select "My Content -> Videos" and select the relevant video.



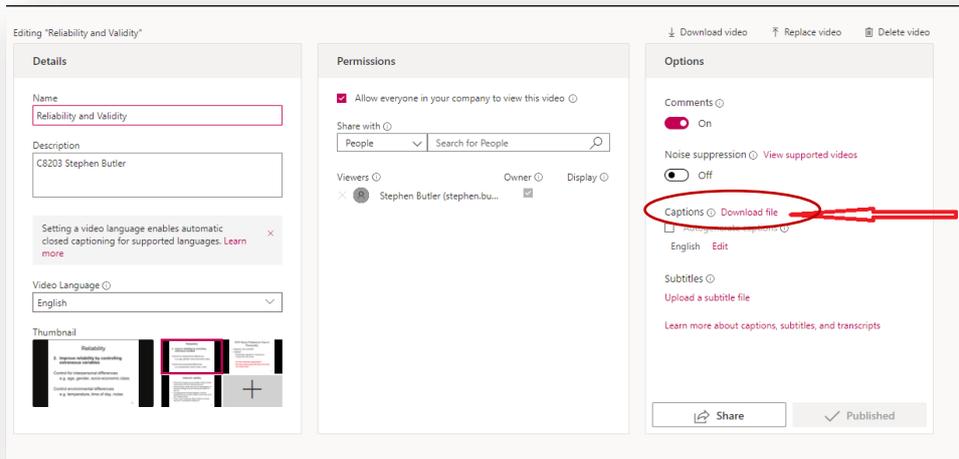
- In the video's page select the ellipsis /three little dots at the bottom



- Select 'update video details'



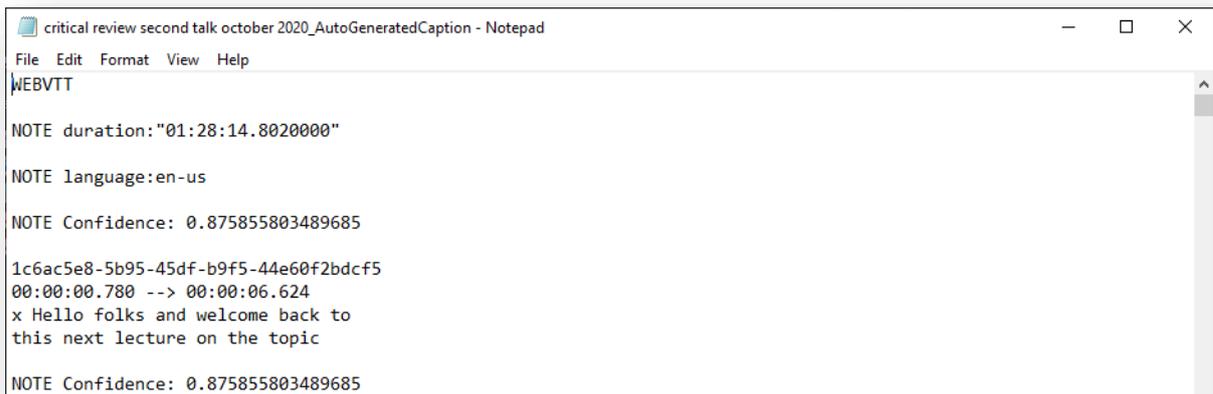
- Select “**Download file**” and save the captions the file to your PC - This will save a text file with a **.VTT** file extension.



- In Windows, double click the newly downloaded file and Windows will ask you what application to open it with.
- Select “Notepad” (If this fails, launch “notepad” from the start menu and manually open the file in it.

Editing the File

- Now you will have the captions file like the one below open in Notepad. Before editing, you could “save as” a copy of the file just in case of problems.
- Edit any incorrect caption text using notepad **avoiding all the system information**



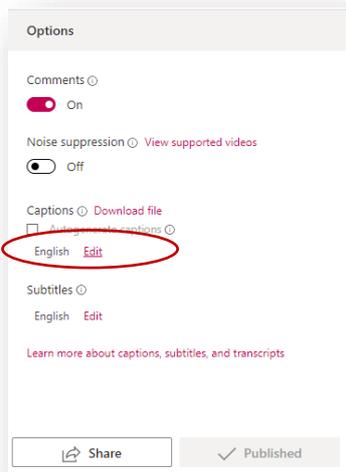
WARNING: ONLY EDIT YOUR TEXT. Do not edit any of the system information like

NOTE Confidence: 0.818431973457336
c06986a6-ef93-4719-a672-44e29d922ca3
00:00:03.973 --> 00:00:07.849

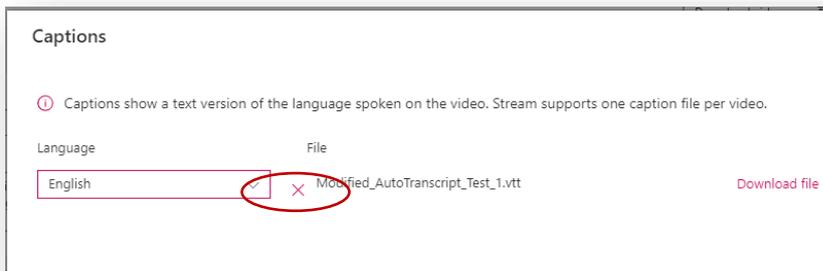
- When complete, save the file in Notepad.

Uploading the new file

- Go back into the 'update video details' page on MS Stream where you originally downloaded the captions file.
- Untick the "Autogenerate captions" and select "Upload a caption file" (or Edit) within the Captions section



- If the old file is still visible, delete the old captions file by selecting the Red X



- Finally click "Select File" and upload the newly updated captions file from your PC.